

GS.V State procedures and practices ensure collection and reporting of accurate and timely data.**1. Baseline/Trend Data and Analysis** (for reporting period July 1, 2002 through June 30, 2003)

Various efforts have been made to ensure the accuracy of data entered by the SPOEs:

- Each SPOE is the electronic record-keeper for the children served in their area. System requirements demand accurate and timely data entry at the child level in order for the children to have valid authorizations for services. These data are maintained at the SPOE and are batched to the CFO on a regular basis.
- Twice a month the CFO sends to DESE an up-to-date superSPOE database that contains child and family data including demographics and eligibility, IFSP information and service authorizations data, among other items. This database is used to aggregate and disaggregate data through Access queries for federal reporting purposes, and data is monitored for irregularities through various query results. Questions and clarifications are asked of the SPOEs as appropriate. Examples of data clean-up required based on the database include children without service coordinators listed in the software, children whose electronic record may need to be inactivated, children incorrectly marked as duplicates, children in referral over 45 days, etc.
- A SPOE data report is compiled from the SuperSPOE and posted on the web monthly. This report contains referral, timelines, IFSP and inactivation data by SPOE. Posting this report has encouraged more accurate data entry.
- Data is being used for monitoring. Some reports are used for desk reviews while other data is used to determine which SPOEs to monitor on-site.
- SPOE training on the software was conducted prior to implementation for both Phase 1 and 2. This training, along with technical assistance from the CFO help desk, supports more accurate data entry.

The CFO database is backed up incrementally nightly with full backups occurring on the weekends. These backups are in underground caves. This allows the greatest degree of protection from natural events and provides the CFO Operations Facility and the Early Intervention/CFO data protection.

The hardware is protected from fire hazard with dual-zone FM200 fire protection. An independently contracted company continuously monitors this system around the clock and the Operations Facility is audited yearly by Kansas City Fire and Security, L.L.C.

The hardware is housed in a Data Center in the CFO Operations Facility based in Lenexa, Kansas. The Data Center has a 50KVA Full On-Line Multi-Phase Uninterruptible Power Supply capable of supplying any needed 110 and 220-volt power demands. This system protects the Data Center and the hardware in case of power failure, power fluctuations or 'brown-out' power conditions.

The Operations Facility is entry-controlled with all access logged and controlled by card key and sign-in procedures. The procedures allow proper security protection for the hardware, software and the data of the Early Intervention program.

The database is housed on servers that are protected from hard-drive failure with RAID-5 and RAID-1. This server configuration allows for limited hard drive failure without any interruption in the levels of service provided. This level of hardware protection protects against prolonged server 'down-time.'

2. Target: (for reporting period July 1, 2002 through June 30, 2003)

- Data collection and reporting is accurate and timely.

3. Explanation of Progress or Slippage: (for reporting period July 1, 2002 through June 30, 2003)

See SPOE software changes in the Introduction section for information on upcoming changes to the SPOE software that will significantly impact the quality and quantity of available data as well as significantly enhance monitoring efforts.

Due to the full implementation towards the end of the reporting year (July 1, 2002 through June 30, 2003), data provided under "Baseline/Trend Data and Analysis" will be considered baseline. The focus for the majority of 2002-03 was to reach full implementation for the redesigned First Steps program.

4. Projected Targets:

- Data collection and reporting is accurate and timely.
- Additional projected targets are in the Future Activities tables.

5. & 6. Future Activities to Achieve Projected Targets/Results and Projected Timelines and Resources:

See GS.I, GS.IV and CE.I